



CLASS SPECIFICATION

Class Code: 60016175
Date Established: 07/2007
Last Reviewed: 05/2024
Last Revised: 05/2024
Last Title Change: 05/2024
FLSA: exempt
Probation: 12 months

INTELLIGENCE ANALYST

DEFINITION

Under general supervision, gathers, organizes and analyzes intelligence for the purposes of developing reliable predictions of criminal associations, patterns, and activities, explaining a criminal or terroristic phenomenon and/or trends, and identifying, detecting and analyzing potential threats to infrastructure, facilities, and assets; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A bachelor's degree from an accredited college or university in public administration, business administration, criminal justice, or homeland security or a closely related field; OR four years of military experience compiling data, analyzing findings and writing reports that indicate relationships between criminal elements and/or criminal enterprises; OR four years of experience with a law enforcement agency compiling data, analyzing findings, and writing reports that indicate relationships between criminal elements and/or criminal enterprises; OR any equivalent combination of training and experience.

LICENSE OR CERTIFICATE

Must obtain a National Security Clearance within two years of appointment and must be maintained thereafter for continued employment.

Specific criminal intelligence analyst training from an accredited organization such as the International Association of Law Enforcement Intelligence Analysts (IALEIA), Federal Law Enforcement Training Center (FLETC); OR baseline proficiency in intelligence analysis and production training based on Department of Homeland Security requirements. Note that a certificate of completion of this training must be on file with the State Administering Agency (Nevada Department of Emergency Management) within six months of appointment and must be maintained thereafter for continued employment.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Collect, organize, evaluate, and analyze intelligence from a wide variety of sources to determine the importance, significance, and reliability for use in operational strategy and guiding law enforcement and public safety partners.

Develop forecasting of future criminal activity and target criminal profiles; document associations and relationships between people, organizations, and events. Evaluate information, select essential elements, and correlate new information with existing intelligence.

Compile information, analyze findings, make interpretations, and write comprehensive reports based on this data.

Determine criminal associations and patterns of criminal activity relating to organized crime, white collar crime and major conspiracies.

Prepare graphs, charts (link analysis, event flow analysis, activity charting), tables and other illustrative devices for visual presentation of data.

Conduct background research on criminals or suspected criminals under investigation through direct computer access or personal contact with systems and organizations.

Plan, collect, and analyze data information from surveillance operations, interviews, and a variety of electronic sources such as telephone and cell phone systems, pen registers, toll analyses, wire taps, etc.

Participate in multi-agency task force investigations, work groups or committees, aiding by contributing intelligence analysis and concepts.

Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

Create and/or evaluate emergency preparedness and security operations plans and assist those responsible for facilities in writing or revising those plans; evaluating critical infrastructure for the local area to assist in combatting criminal and/or extremist behavior.

Produce officer safety and advisory bulletins, intelligence reports, and threat and event assessments on persons, places, or things with a nexus to the region.

Collaborate with federal, state and local partners to provide timely, reliable and actionable intelligence; respond to requests and inquiries from the public and County personnel related to the policies and procedures of assigned function.

Conduct briefings, assist Washoe County Sheriff's Office (WCSO) homeland security efforts, and serve as an integral part of the Northern Nevada's homeland security team.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Department/division and county policies and procedures.

Organizational structure of Washoe County as it relates to programs, activities, and functions of assigned area(s).

Principles and practices of crime and intelligence analysis, the criminal intelligence process, intelligence-led policing, and their roles in enhancing public safety.

The proper handling and collation of criminal intelligence information, including file management and information evaluation.

Legal, privacy, and ethical issues relating to intelligence.

Federal, state and county laws, regulations and ordinances and agency policies pertaining to criminal justice systems.

Research methods and sources, including the Internet, information sharing systems, networks, centers, commercial and public databases, and other sources of information.

The principles, processes, and analyses of critical infrastructure protection plans.

Ability to:

Operate Microsoft Office Suite; various law enforcement systems, mapping and analysis tools (i.e. NCIC/NCJIS, ArcGIS, i2 Analyst's Notebook, Cell Hawk, etc.); and other public and private databases

Proactively gather, compile, analyze, and interpret information with the purpose of disseminating relevant intelligence impacting the region to law enforcement and public safety partners.

Identify, evaluate and accurately assess the vulnerability of critical infrastructures, and create appropriate emergency preparedness plans for those facilities.

Provide budget support to Director of the Northern Nevada Regional Intelligence Center for program development and grant submissions.

Create and present comprehensive intelligence and analysis reports in oral and written form.

Entry Level (*Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.*)

Knowledge of:

Methodical process of developing and implementing collection and analytic plans to include the reevaluation of that process/product.

Methods, tools and techniques used in a variety of analyses related to crime intelligence and data.

Report writing, statistics, and graphic techniques.

English usage, spelling, vocabulary, grammar, and punctuation.

Ability to:

Analyze information/situations, project consequences of proposed actions, formulate alternative solutions and make appropriate responses or recommendations.

Apply critical thinking and logic; develop logical inferences.

Plan and organize work to meet schedules and timelines.

Perform math calculations, such as addition, subtraction, multiplication, division and percentages.

Use statistical and logical methods to solve crime problems.

Use technology to document activities and locations.

Produce graphs, maps, charts, reports, etc. to allow for strategic and tactical planning.

Maintain confidential data and information.

Communicate effectively, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment.

Ability to work in a professional office environment. Ability to lift and move objects weighing up to 25 lbs. Ability

to use office equipment including computers, copiers, telephones, and / or FAX machine.

This position may require work on nights, weekends and/or holidays.

This position may require overtime work without advance notice.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.